

**OKLAHOMA DEPARTMENT OF  
LIBRARIES**

**LSTA 5-Year Plan**

**2003–2007**

OKLAHOMA DEPARTMENT OF LIBRARIES

For submission to the Institute of Museum and Library Services

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Federal funds for the development of library services under the direction of the state library agency in Oklahoma, the Oklahoma Department of Libraries, have for many years been an essential funding resource in carrying out the goals of the Department. This plan is the second five-year plan under the Library Services & Technology Act administered by the Institute of Museum and Library Services. This plan is formatted according to requirements of the Institute of Museum and Library Services. More information on needs assessment is located in Appendix A. Department policy and procedure regarding LSTA funds allocation is located in Appendix C.

## **5-year Plan**

2003–2007

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Vision:

**All Oklahomans will have the personal literacy and information skills and the necessary information resources available in their homes and communities to be successful in the global economy, to participate in democracy, and to fulfill their individual life purposes.**

Mission:

**The Oklahoma Department of Libraries fosters statewide library services that enable Oklahomans of all ages to achieve educational, economic and personal goals. The Oklahoma Department of Libraries is the keystone in state information policy and library initiatives. We work with all Oklahoma agencies, organizations, and individuals who strive to preserve and provide knowledge.**

Needs for use of LSTA funds in Oklahoma are summarized in the following four priorities. Many LSTA projects are also supported by state funds.

**Need #1: Oklahomans need convenient library resources that are available in their local communities through physical libraries and online virtual libraries.**

***Summary needs assessment:*** The 213 public libraries in Oklahoma are vital infrastructure that indicate community commitment to opportunity. This commitment extends beyond the physical library building to availability of information electronically at all times to all locations with Internet access. Service populations for these libraries vary from 411 in Carmen to 660,418 served by the Metropolitan Library System in Oklahoma County. The Department is the only agency which can work to assure citizens a basic quality of public library service throughout the state.

***LSTA purposes met in addressing this need:*** (1) Establishing or enhancing electronic linkages among or between libraries; (3) Assisting libraries in accessing information through electronic networks; (4) Encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources; (5) Paying costs for libraries to acquire or share computer systems and telecommunications technologies; (6) Targeting library and information services to underserved urban and rural communities.

**Need #1 Goal #1: Provide an equitable base of print and electronic library resources to all of Oklahoma through resource sharing and statewide licensing of electronic databases and through support of public library operations and development.**

***How we will evaluate reaching this goal:***

- **All Oklahomans have access to quality online information resources through home computers or convenient public access computing at libraries.**

**Base data:** Statewide licensing of databases provides a general database of fulltext information for the adult public, a general database designed for elementary age students, a basic broad database supporting programs of higher education institutions, a database of health information, and bibliographic information for identification and location of resources.

**Target:** The current statewide database portfolio is maintained.

- **Statewide-licensed databases are provided as a regular service by an increasing percentage of all types of Oklahoma libraries.**

**Base data:** Currently all public libraries and 90% of academic libraries are registered in OLTN Statewide Databases program. Of school libraries 70% are registered.

**Target:** 100% of academic libraries and 100% of school libraries will be registered by FY2007.

- **All Oklahomans are legally entitled to standard public library service as defined by current state standards and new Models of Library Service.**

**Base data:** 17% of Oklahomans are legally without public library service

**Target:** The Department supports local initiatives for addition of counties to multicounty library districts, formation of single county library systems, reduction or elimination of out of district/city fees for basic service, and agreements for reciprocal library cards. When the Models of Library Service initiative becomes a state plan for development the LSTA plan is reassessed to identify projects needed to support its goals.

***LSTA Projects focusing on this goal:***

- Resource sharing program
  - State database licenses—direct funding of annual subscription cost to statewide database package including remote access as priority.
  - Specialized and backup resource collections for interlibrary loan—funds access costs to Amigos OCLC international bibliographic database and interlibrary loan system.
- Electronic networking program
  - Oklahoma Catalog—funds annual cost of union catalog for Oklahoma libraries including interlibrary system.
- E-rate assistance priority—part of consultative services, promotion of e-rate participation and direct assistance to public libraries in e-rate planning and filings.

- Library technology grants—a continuing series of grant opportunities for public libraries to build a platform of electronic service capability.
- Public library consulting—a long-term plan for assistance to public libraries especially those without directors with master's level education by direct, intensive, locally-delivered consulting with the goal of a quality platform of service delivery in Oklahoma public libraries.
- Extension of service grants—grants for transitional costs of establishing public library services in areas without legally funded service.

***Non-LSTA Programs also addressing this goal:***

State aid to public libraries; State public library construction grants; Center for the Book; OKULS (Oklahoma Union List of Serials)

***Timeline:***

- During this 5-year period the Department expects to use LSTA funds for support of statewide database licensing, specialized resources, ILL through OCLC and Oklahoma catalog, and public library consulting.
- E-rate consulting will be supported as necessary to maintain state participation.
- Extension of service grants will be made available to locally-initiated projects that have successfully increased legally served population for public library service.
- Technology grants will be made available to public libraries during this time period after consideration of factors including funds available, Oklahoma Library Technology Network long-range plan recommendations, and the development of new broadly adopted electronic information technology services. Any technology grants for the purpose of maintaining present levels of technology will include a high matching requirement.

**Need #1 Goal #2: Strengthen public library leadership in Oklahoma through training in library management and advocacy skills. Train library managers, board members, funding decision makers, and friends in skills to address community library needs and communicate the role of libraries in an Internet information world.**

***How we will evaluate reaching this goal:***

- **The Models of Library Service research will develop into library standards and funding legislation efforts.**

**Base data:** Models survey project report due June 2002.

**Target:** The Models of Library Service project will continue development to the stage of 1) endorsement by the Oklahoma public library community and 2) development of any needed legislation and introduction and passage of this legislation.

- **The State Legislature will have increased understanding of library roles in an Internet information world.**

**Base data:** Oklahoma Dept. of Libraries appropriation for FY2003 includes cut resulting from state tax decline.

**Target:** Oklahoma Dept. of Libraries appropriation for FY2007 will show recovery from prior cuts and include state funding of Statewide Database Licensing program.

- **Recent statewide public relations campaign efforts will be evaluated.**

**Base data:** An LSTA FY2001 public relations effort concluded recently.

**Target:** During FY2002 and FY2003 the effectiveness of such campaigns will be evaluated.

***LSTA Projects focusing on this goal:***

- Models of Library Service—a basic planning initiative to survey current state of public library funding in Oklahoma and to create a blue print for the best type of public service in the area of buildings, technology, staffing and services for the future. Project began in FY2001.
- Advocacy training program
  - Trustee training—projects carried out by consultative staff for educational opportunities for public library trustees
  - Public relations training—projects carried out by consultative staff for promotion of continuing public relations to library users, library nonusers, and funding decision makers.
  - State library website and PR—continuing project by Department to provide information helpful to those interested in library services in Oklahoma including stakeholders of LSTA funds.

***Non-LSTA program also addressing this goal:***

Oklahoma Endowment for Literacy and Reading

***Timeline:***

- Models of Library Service project receives its first reports in FY2002. The LSTA plan for service will be reviewed in FY2003 to assess needs for programs and projects to support the Models strategy.
- Projects for library trustee education are expected annually.
- Support for state library website and public relations effort will be assessed annually and funded as necessary.

**Need #2: Trained library staff members are essential for assisting Oklahomans in meeting information needs.**

**Summary needs assessment:** Historical development of Oklahoma public libraries by municipalities has meant that public libraries serving less than 20,000

population often do not have directors with the benefit of masters-level library education. Rapid growth of Internet and other electronic information services in public and other types of libraries has prioritized continuous staff training as a basic requirement for effective public service.

***LSTA Purposes addressed by this need:*** (3) Assisting libraries in accessing information through electronic networks; (6) Targeting library and information services to underserved urban and rural communities.

**Need #2 Goal #1: Insure that all Oklahoma public library staff members have convenient, low-cost or free continuing education opportunities. Provide training to all Oklahoma library workers in use and promotion of statewide library resources.**

***How we will evaluate reaching this goal:***

- **Participation in the Institute in Public Librarianship and certification of public library workers will continue at a high rate.**

**Base data:** 221 certificates have been issued to library staff completing the Institute in Public Librarianship as of Feb. 2001. This is approximately 24% of Oklahoma public library staff who do not hold an MLS equivalent degree.

**Target:** The percentage of Oklahoma public library staff who do not hold an MLS equivalent degree that has completed the Institute in Public Librarianship will increase to 40% or more by 2007.

- **Per cent of public libraries by size with non-MLS staff attending certification classes or renewing certification will remain at high levels.**

**Base data:** (2001) 6 of 8 public library systems 75%; 4 of 5 PL serving over 25,000 80%; 12 of 16 PL serving 10,000-24,999 75%; 13 of 15 PL serving 5,000-9,999 87%; 22 of 30 PL serving 2,000-4,999 73%; 29 of 38 PL serving under 2,000 76%.

**Target:** (2007) participation by system libraries is 100%; participation by libraries serving populations of 20,000 or more 100%; serving 10-20,000 pop. 87%; serving 5-9,999 pop. 93%; serving 2-5000 pop. 87%; and serving under 2,000 population 89%.

- **Database use statistics increase as a total and by types of libraries.**

**Base data:** (2002) App. 170 public libraries, 60 academic libraries, 300 school libraries and 23 medical and other libraries use the databases.

**Target:** (2007) All public libraries, all academic libraries, and 600 school libraries use the databases.

- **Public library managers and employees will have increased financial status.**

**Base data:** An LSTA-funded survey of public library and municipal salaries is underway as a FY2002 project. Salary information for directors and system branch managers are received on annual reports.

**Target:** Results of survey will be distributed to public library directors and trustees. The information will be made available to funding decision makers. FY2007 annual reports will show increased financial status in relation to other municipal workers and relative to national averages for public library staff.

***LSTA Projects focusing on this goal:***

- Library staff training and continuing education program
  - Institute in Public Librarianship and certification—funds costs of developing curricula and carrying out annual schedule of widely available coursework in the Institute, includes consultative services.
  - ODL Lab training—continued availability of small group training in Department training lab including costs of guest presenters and equipment; further experimentation with mobile lab training; to support quality low cost continuing education opportunities for certification renewal.
  - Training in automation software, hardware and networking—to meet needs identified by OLTN plan and by Library Development consulting; also supports quality low cost continuing education opportunities for certification renewal.
- OLTN databases training—regularly available basic and advanced training in usage of statewide licensed databases, particularly with any change in products; scheduled to be convenient and appropriate for staff of different type libraries.
- Oklahoma Library Leadership Institute—the Department is studying the need for projects to foster library leadership skills.

***Timeline:***

- The certification program with its Institute in Public Librarianship will be annually funded with appropriate scheduling of coursework for current enrollment; the curricula will be systematically reviewed at least once during the time period.
- ODL training lab and workshop opportunities on technology topics are expected to be continued annually.
- OLTN databases training is expected to be continued annually with special effort during this time period to fully reach the school library media center staff.
- Oklahoma Library Leadership Institute or other project to foster library leadership skills will be addressed from 2004 on depending on funds available and needs assessment.

**Need #3: Oklahomans who are at risk due to economic, social and physical conditions have less opportunity if they lack basic information skills and resources.**



**Summary needs assessment:** State leadership over the past eight years has emphasized the interconnectedness of the effectiveness of educational and government service programs with a number of indicators of social problems which severely limit an individual's life as well as burden the economic and social well-being of the state. In some rankings Oklahoma is in the top 3 states for percentage of population incarcerated. State institution libraries face continual budgetary problems. Oklahoma has high rankings in a number of factors some researchers feel identify individuals who are highly "at risk" for social problems. A consensus is developing in educational and social service agencies and organizations that a unified push for better early childhood development opportunities is a strategy that can succeed.

**LSTA purposes addressed by this need:** (6) Targeting library and information services to person having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

**Need #3 Goal #1: Support high-quality reading programs for children and youth in public libraries, especially at risk children, to promote healthy development and readiness for school.**

***How we will evaluate reaching this goal:***

- **Per cent of children and youth population reached through summer reading program.**

**Base data:** 22% of Oklahoma children 6-12 years old enrolled in summer reading program in 2001.

**Target:** Maintain or increase this percentage reached.

- **Department sponsored training and workshops will provide library staff members working in youth services and public library leadership with an educational development context for their work.**

**Base data:** ODL consultant and leaders in state services to youth in public libraries have attended national training meetings in early childhood development. Models of Library Service plan will stress early childhood public library services.

**Target:** The annual youth services workshops will focus on the general educational arena of childhood development including coordination with efforts of other agencies and organizations. Educational needs identified by the Models of Library Service plan will be addressed by continuing education opportunities developed by the Department, individual public libraries and library systems, and other CE providers.

- **The Oklahoma Department of Libraries and public libraries statewide will cooperate with educational initiatives such as the “No Child Left Behind” Act and the continuing “Ready to Learn” initiatives.**

**Base data:** Public libraries have been included in the plan resulting from the Governor’s Task Force on Early Childhood Education. Grant programs have been targeted to libraries in counties with higher needs for “Children-At-Risk.” The NCES studied family attendance at libraries in a special survey in 1996.

**Target:** The Oklahoma Department of Libraries will be included in any legislation for coordination by state agencies towards state goals for preschool children. The Department will survey public libraries by 2004 regarding their children’s programming and cooperative efforts with agencies and organizations serving children and youth to establish a baseline for sustained achievement.

- **Youth services guidelines will be developed for Oklahoma.**

**Base data:** Need for guidelines has been expressed by youth services workers to validate the importance of children and youth in the service populations of the public library and promote quality service.

**Target:** By FY2004 Oklahoma guidelines for youth services in public libraries will be developed and adopted as a standard by the Department and the Oklahoma Library Association’s divisions for youth services and for public libraries.

***LSTA Projects focusing on this goal:***

- Library Programs for Children and Youth
  - Summer Reading—The Department produces a statewide summer reading promotion and distributes promotional materials at no cost to public libraries and participating organizations.
  - Children at Risk Subgrants—The Department offers grant opportunities for libraries to initiate programs for at risk children in cooperation with other community agencies.
  - Youth Services Workshops; Youth Services Guidelines—A consultative service to foster continuing development of youth services in public libraries.
  - Models of Library Service projects to support training in childhood development for public library staff will be initiated.

***Timeline:***

- The Summer Reading program will continue to be funded annually as an area wherein state department work can carry out a service at a higher quality and lower cost with better possibilities for public relations promotion than if individual libraries addressed the need. The Department will consider cosponsorship by other organizations including corporations as appropriate.

- The Department will continue to fund a consultant for children's and youth services.
- Children At Risk grant opportunities will be offered on the basis of funds available and need as expressed by applications and will be evaluated for success in fostering ongoing activity in cooperative programming by public libraries.
- The Guidelines for youth services initiative will be funded for consulting and support needs such as printing and meetings costs when appropriate in its development in FY2003 and FY2004.
- Educational projects to support the Models of Library Service priority of children's services will be developed from FY2003 on, funds permitting.

**Need #3 Goal #2: Support quality library and community-based literacy councils providing basic literacy education to adult Oklahomans and their families.**

***How we will evaluate reaching this goal:***

- **The Department will continue to achieve a high participation rate in Department sponsored or co-sponsored continuing education activities for literacy providers and new readers.**

**Base data:** App. 30-35 events per year with estimated attendance of 1,000 in 2002.

**Target:** Maintain this attendance level throughout the period.

- **The number of literacy students served by Oklahoma library and community-based literacy councils will be maintained or increased; the number of contact hours for literacy students served by these councils will be maintained or increased. Includes TANF work by councils.**

**Base data:** Estimated 3,351 students served 2001; 82,069 contact hours 2001

**Target:** 3,300 students and 80,000 contact hours annually throughout the period

***LSTA Projects focusing on this goal:***

- Adult & Family Literacy program
  - Literacy newsletter—Funding for newsletter to continue networking of those involved in literacy in Oklahoma particularly those affiliated with literacy councils.
  - Student self-development—Funding for literacy student networking and participation in literacy planning.
  - Literacy consultative service—Funds a consultant to head the Oklahoma Literacy Resource Office.

***Non-LSTA Programs also addressing this need:***

State grants to non-profit literacy councils; TANF contracts for literacy services; Liaison with Oklahoma Literacy Coalition; Partnerships with Corporation for National and Community Service, Oklahoma Educational Television Authority, charitable foundations, civic organizations, and corporations.

***Timeline:***

- LSTA will support the consultant to head ODL's literacy effort.
- Funds available, grants will be made for the literacy newsletter, student self-development and other projects to support the literacy effort in Oklahoma.

**Need #3 Goal #3: Increase use of library services by Oklahomans whose first language is not English by training public library staff, supporting increased resources, and encouraging cooperation with community groups and agencies.**

***How we will evaluate reaching this goal:***

- **Public library staff members receive training in serving limited-English speaking populations.**

**Base data:** No Department training has focused on this area in some time.

**Target:** During the time period at least one series of statewide regionally available training programs for services to limited-English populations will be conducted and will include participation by other agencies and organizations serving this population.

- **Registration at public libraries for library cards and programs increases for Oklahomans whose first language is not English.**

**Base data:** Not available.

**Target:** Libraries receiving grants for library services for limited-English populations will report impact.

***LSTA Project addressing this goal.***

- Limited-English language library users program
  - Materials grants—funding for acquisition of resources by public and institutional libraries.
  - Training of library staff—funding for statewide workshops.
  - Outreach grants—grant opportunity for initiatives by public libraries including participation by other agencies and organizations.

**LSTA purposes addressed by this need:** (6) Targeting library and information services to person having difficulty using a library and to underserved urban and

rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

***Timeline:***

- As soon as funds for a substantial grant program for non-English library resources and services become available, the Department plans to issue a grant opportunity preferably in FY2003 or FY2004.
- Training workshops will be funded during the same time period as the materials grant project.
- Outreach grants for services to limited-English language populations will be initiated during this five-year time period, funds permitting.

Need #3 Goal #4: **Maintain libraries in state institutions by consultation and grant eligibility standards.**

***How we will evaluate reaching this goal:***

- **Cooperating with other state agencies, the Department is in consultation with all state institution libraries.**

**Base data:** Eligibility criteria developed over years of institutional library consulting by the Department were issued as rules in 1999 and publicized to institutional library staff and institution managers. Twenty-one of twenty-five state institution libraries reporting to the Department were eligible for grant funding in 2002. Some state institutions do not have libraries.

**Target:** All state institution libraries are eligible for grant funding. Department of Corrections maintains budgets for library materials and operations.

***LSTA Project addressing this goal:***

Institutional library grants—small annual grants for operating and capital assistance to state-supported libraries serving institutionalized population with public library services.

***Timeline:***

- Small grants to institutional libraries are expected to continue but are under annual review for their effectiveness with criteria for eligibility strictly enforced for maintenance of effort at local institutions. The Department will maintain its effort in partnership with the Department of Corrections.

Need #4: **Developing technology presents opportunities and challenges for libraries as institutions to assess their basic business service model, adopt technology, and innovate service.**

**Summary needs assessment:** “Five years is an eternity in the world of technology” according to David Barber writing in Library Technology Review May/June 2001. It is difficult to be specific about program content and funding amounts in this five year plan. Public library budgets have still not adapted to the need to maintain and replace the large amounts of equipment and technological capability added during the last five years and do not have much growth leeway for addition for further services. However, attitudes of library leadership towards technology are positive as a result of the increased usage seen due to Internet access.

**LSTA purposes addressed by this need:** (1) Establishing or enhancing electronic linkages among or between libraries; (2) Electronically linking libraries with educational, social, or information services; (3) Assisting libraries in accessing information through electronic networks; (4) Encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources; (5) Paying costs for libraries to acquire or share computer systems and telecommunications technologies.

**Need #4 Goal #1: Lead statewide library technology planning. Assist libraries in creatively adapting to societal changes through innovation and technology adoption.**

***How we will evaluate reaching this goal:***

- **Updated Oklahoma Library Technology Network plan.**

**Base data:** The OLTN plan was formulated, revised and implemented throughout the 1990's to date. The plan has not been formally evaluated, reviewed and revised in several years.

**Target:** During FY2003 and FY2004 under the leadership of the Department's Director of Library Technology and the OLTN Advisory Council there will be a full review of OLTN's progress and development of a new long range plan. Goals of the new plan will be addressed in Department assessment of needs and project funding in FY2005-FY2007.

- **Oklahoma librarians will more actively participate in national technology awareness continuing education.**

**Base data:** The Department and libraries in the state have experienced difficulty recruiting staff with appropriate technology skills and awareness.

**Target:** Develop more technological awareness among leaders of Oklahoma libraries including directors, service and technical department heads through technology conference grants.

- **Oklahoma libraries will test and adopt library technology.**

**Base data:** Grant opportunity in FY2001 for videoconferencing.

**Target:** Based on needs statements from public library directors specific areas of innovation in library technology may be targeted during this plan's time period.

- **Oklahoma public libraries have the bandwidth needed for quality provision of electronic services.**

**Base data:** Grants in FY 1999-2002 brought many public libraries to T-1 status, others were networked and routers upgraded.

**Target:** Small grants to bring any lagging public libraries up to general statewide platform. Further development dependent on recommendations of new OLTN plan.

- **Digitization efforts in Oklahoma libraries will adhere to developing national standards for assessment, prioritization, and provision of digitized library resources especially those encouraged by IMLS.**

**Base data:** An initial small project was carried out during previous period by the Department for some territorial documents.

**Target:** The Department will participate in any statewide planning effort for digitization. The Department will assess its resources and user need for another inhouse digitization project.

***LSTA Projects focusing on this goal:***

- High speed connectivity grants—Categorical grants for improvement of basic connectivity for public libraries, may be on a matching basis.
- Technology conference grants—on a matching grant basis the Department will fund attendance at national technology conferences for library directors and service and technical department heads.
- Innovation grants—the Department may issue competitive grant opportunities to support technology innovation in public libraries.
- Digitization projects—an inhouse project focusing on a resource for Oklahoma library users.

***Timeline:***

- High speed connectivity grants are currently limited to bringing any public library not at a T-1 capability up to that level, operating costs assumed by the library. The Department may offer more grants in this area if the need is identified in the updated OLTN plan in FY2004.
- Technology conference grants will be initiated, funds permitting, in FY2003 and continued through at least the development of an updated OLTN plan.
- Innovation competitive grant opportunities may be issued at any point during the period dependent on needs assessment and funds availability; matching funds may be required.
- The digitization project will focus on an ODL contribution towards the state statehood centennial in 2007. • Support for statewide digitization planning may

be offered if such cooperative planning is initiated by the appropriate libraries and agencies.



## Appendix A Needs assessment

### **Need 1: Convenient library resources in communities or available online**

Oklahoma historically has been a state of many small cities and towns and economy based on agriculture and oil and gas. Rapid urbanization and economic changes particularly changes in retailing and industry consolidation have challenged small cities and towns as well as major metropolitan areas which can't compete with out of state metropolitan areas with better air transportation. One base of community life is a public library and towns in Oklahoma as small as 411 people support their library. Because of lack of countywide funding support in 48 of 77 counties, 17% of the state population is legally unserved (598,195: 2000 census). Another 326,175 Oklahomans (9% of state population) are served by 82 municipal libraries that do not employ an MLIS qualified librarian. Growth areas in the major urban aggregates have not seen a sufficient corresponding increase in number or capacity of public library facilities. Transit operations in the metropolitan areas are often not convenient enough for people without transportation to use public libraries regularly.

Many rural areas face economic decline or stagnation. Several northwest and southwest Oklahoma rural counties lost 10% or more of their population from 1990-2000.

The Commerce Department reports Internet use has risen to 54% of the national population. Oklahoma fell in the range 46.8%-52.5% of population age 3+ using the Internet in the 9/01 data set. Forecasts of a 75% household Internet computer access by 2005 may have to be revised downward but even an optimistic estimate would still leave 25% of households without access. Nonetheless, a majority of households is predicted to have Internet computer access leading to greater expectations of services available on 24 hour/7 day basis. One-third of usage for the Department's website is during periods when its own library is closed. The NTIA report also indicates that use of Internet at public libraries is significant for minority groups. "Among racial and ethnic groups, 12.7 percent of Whites, 19.4 percent of Blacks, and 16.0 percent of Hispanics using the Internet at libraries do not also access the Internet from home, work or school."

For the next five years some library information services can be made available to all Oklahomans who have access to the necessary Internet access either at homes, schools or work or at libraries. Experiments with reference services through Internet access are now underway in Oklahoma and elsewhere. During this five-year period many library services will continue to be available only at public library sites and at programming and outreach sites.

### **Need 2: Training for library staff members.**

An Urban Libraries Council study reports that 88 per cent of the people who use both the library and the Internet said that librarians provided helpful assistance in finding information. This verifies the positive image of library staff as “information navigators” found in a prior Benton Foundation survey. Particularly in the area of children’s services the librarian is seen as value added to the public library service experience.

The certification for public library staff program initiated under the prior 5-year plan has been evaluated as highly successful and a good value for federal funds allocated. Current enrollment of around 130 in the Institute in Public Librarianship needs to be supported by providing the full range of coursework in convenient locations for the students on a regular cycle. Renewal of certificates needs the support of convenient, low-cost or free relevant continuing education opportunities.

Recent articles in the library press have highlighted the baby boom demographic of the librarian worker: many librarians and particularly library directors will be retiring over the next five years. Mrs. Bush’s initiative through IMLS to recruit new librarians is a national indication of the importance of staffing library information services in competition with the information services needs of corporations and other organizations. The Oklahoma Library Association recently established an ad hoc committee on “Navigating the Information Future” to study recruitment and retention of library staff.

### **Need 3: Oklahomans at risk.**

Oklahoma’s Hispanic population has doubled during the past decade from 86,160 to 179,304. Oklahoma has a significant first and second generation Asian population of 46,767. Oklahoma has longstanding significant populations of Native Americans (8% of state population) and African Americans (7%). Some indicators of at risk status are high for all of these groups of Oklahomans. In 2000 there were 236,353 children in Oklahoma under the age of 5. Recent research underlines the importance of early childhood education. Continuing education for library workers serving children and youth now is disseminating this research.

The Oklahoma Kids Count partnership (Oklahoma Institute for Child Advocacy, Oklahoma Department of Commerce, Oklahoma Commission on Children and Youth) reported in its Factbook 2001 that 23.7% of Oklahoma’s children live in poverty. “Oklahoma leads the nation in worsening poverty among its youngest children.”

The report of the Governor’s Task Force on Early Childhood Education (2001) included libraries among the agencies with responsibility for early childhood care and education. To achieve the vision “All Oklahoma children will be healthy, eager to learn, and ready to succeed by the time they enter school” the report

recommends that “all Oklahoma libraries establish programs to provide family support and offer resources and recommendations to help parents raise children who read.”

National surveys on public libraries often indicate the highest public support for services to children, sometimes broadened to services to parents and children. Oklahoma may be one of the states participating in the national adult literacy survey starting in 2002. Currently based on the 1992 national adult literacy survey it is estimated that 18% of Oklahoma adults (460,493) face problems in their work and personal lives associated with functional illiteracy.

The NTIA report “America online” indicates that use of Internet at public libraries is significant for minority groups. “Internet access at public libraries is more often used by those with lower incomes than those with higher incomes.” For 10-17 age group 29.3% who use the Internet at school also use the Internet at public libraries but not at home, again with higher percentages for Blacks, Asian Americans, and Hispanics.

The large increase during the 1990’s in the number of people imprisoned in Oklahoma has caused state budgetary problems and a continuing debate on many associated issues.

#### **Need 4: Technology adoption and innovation in libraries.**

Public libraries now operate in a social environment expecting 24/7 services and state of the art technology. The Benton Foundation surveys found strong public support for libraries but some changes in information-seeking preferences among younger, technologically adept consumers. The IMLS-funded New York state survey “Impacts of the Internet on Public Library Use” reports many people are using both libraries and the Internet. However, the Internet received higher ratings for ease of getting there, time to get there, availability, range of resources, expectation of finding what is sought and several other factors including “fun.” Of people who use both libraries and the Internet, 20% said that they used the Internet only for some purposes while only 10% stated that they used the library only for some purposes. This indicates a loss of uniqueness for libraries.

Based on the last ten years of technological change, further advances in the near future are likely. While it is difficult to predict the specifics, capacity for support of technological change can be planned for based on the experience gained in library technology adoption in the 1990’s. A 2001 “Situation analysis: technology” internal analysis for the Oklahoma Department of Libraries noted developments in XML-based applications, audio/video web applications, eBooks, wireless devices, imaging technologies, online transactions, filtering, and security and privacy issues. General availability and affordability of broadband delivery continues to be a state and national issue particularly for educational media applications.

There is a need for support of technology awareness, training, and education. The Department has experienced recruitment difficulties for leadership positions involving technology.

Libraries of all sizes and types face difficulties in identifying, funding and retaining appropriate staff, support services, and contractual services needed for technology maintenance and growth. During the last 5-year period grant support principally from LSTA funds through Oklahoma Department of Libraries and the generous philanthropy of the Gates Foundation built a basic state platform of equipment and service in public libraries. Maintenance, replacement, and expansion of computer hardware and software has not been adequately budgeted in most of these public libraries. The forthcoming report by McClure for IMLS on analysis of the work of four state library agencies in addressing the digital divide verifies that an incremental and reinforcing portfolio of projects and consultative assistance can build technological strength in libraries on an equitable platform. This conclusion is similar to that reached by ODL's LSTA 5-year evaluation by the OU School of Library and Information Studies.

This needs summary and analysis was carried out by Gary Phillips, LSTA Coordinator for the Department, based on ODL Strategic Plan 2000 and 2001 update; ODL budget requests; state planning documents; review of IMLS sponsored research; ODL's LSTA 5-year evaluation; a review of research in the areas of school readiness and reading education; research reports on literacy; indicators of sustainable communities and indicators of state government performance; "A Nation online: how Americans are expanding their use of the Internet" NTIA report 2/02.

## Appendix B

### **Stakeholder involvement in LSTA 5-year planning.**

The Department has two stakeholder groups actively advising it on operations including those funded through LSTA. The Public Library Directors' Council meets monthly and its input has led to the Models of Public Library Services initiative. The OLTN (Oklahoma Library Technology Network) Advisory Council meets semi-annually to assess progress of statewide library technology projects carried out by the Department.

The board of the Oklahoma Department of Libraries received the evaluation of the past 5-year's LSTA program at its meeting on March 1, 2002. The board received the draft of the plan in advance of its meeting on April 19, 2002 for comments during that meeting. The revised draft of the plan was adopted by the ODL Board on June 21, 2002.

### **Communication and public availability of LSTA 5-year planning.**

Evaluation of the LSTA state plan for 1997-2002 was conducted by a research team from the University of Oklahoma School of Library and Information Studies and the report was posted on the ODL website. Copies of the main report were mailed to public library directors.

The draft of the 2003-2007 LSTA Plan was posted on the ODL website in early April 2002. Copies were mailed to public libraries, academic libraries, and selected school and special libraries. The Department held five meetings statewide in May 2002 for comments on the draft plan. Invitations to the meetings were mailed with the draft of the plan.

The Oklahoma Council of Academic Library Directors was advised on the timing and progress of the plan and the State Department of Education Library Media Coordinator was briefed on the plan. The Superintendent of Schools of the Oklahoma Department of Corrections was briefed on the plan. The plan was reviewed for the Oklahoma Library Technology Network Advisory Council at its April 11, 2002 meeting.

The 2003-2007 LSTA Plan will be posted on the Department of Libraries' website.

### **Monitoring of LSTA 5-year plan.**

The Department's Program Review Panel and especially the Director and Head of Office of Library Development annually review the LSTA program to confirm priorities, assess effectiveness, maintain needed continuing projects, and respond to stakeholder need assessments.

The Department employs a half-time LSTA Coordinator whose duties include the fiscal monitoring of the LSTA program especially subgrants. Reporting on LSTA projects has been revised to encourage outputs and outcomes information. The LSTA Coordinator will monitor implementation of projects by discussing “what difference did it make” with Department and subgrant project leaders. Federal laws and regulations will be observed. Compliance assurance statements are included with grant contracts. Monitoring includes checks on financial transactions according to federal regulations.

The Department will again obtain an outside evaluation of LSTA in Oklahoma during the fifth year of this planning period.

## Appendix C

### **Oklahoma Department of Libraries Policy and Procedures on Allocation of LSTA Funds**

Approximately 33% of the annual LSTA state grant to Oklahoma is used by the Department to pay for salaries of employees working in the program areas of Consultative Services. The Department in the past has requested state funding for these services but there is basically no other source of funding than LSTA. The Department also pays with LSTA funds some continuing costs for Resource Sharing including fees for Amigos activity, Oklahoma Catalog creation and maintenance, and supplemental online searching (app. 5% of LSTA). Materials for summer children's programs are annually funded (2% of LSTA).

Without the LSTA funding the Department would lose staff positions and its capability to lead and carry out statewide library development and services would be severely diminished. There is no other state agency prepared to carry out resource sharing among all types of libraries. Individual libraries would have to find funds to develop or purchase summer reading materials.

The Department tries to avoid adding any additional continuing project charges to this large base allocation of LSTA funding. During the last five years, however, two important projects were initiated with LSTA funds and continue to be supported by LSTA funds. The Certification of public library staff program is allocated app. 2% of LSTA funds. The Statewide Information Databases program was initially begun in 1996 with all LSTA funding. State appropriations were received in 3 different years that led to 2/3 state, 1/3 LSTA funding of the databases in FFY2001. However, reverses in state finances in FY2002 and FY2003 caused additional LSTA funding for the OLTN State Catalog ILL program to be allocated.

Because of limited federal and other funding, the Department does not accept applications for LSTA grant funding for projects for individual, district, regional or other groupings of school or academic libraries or from special libraries that are not government-based. The Department assigns its staff members the responsibilities of being Lead Officers for LSTA projects which includes submission of applications for LSTA funding. Any grant funds to government-based special libraries are initiated through an application assigned to an ODL Lead Officer.

The Department recognizes its role as an agency with the capability for statewide library services, and the only Oklahoma agency able to carry out library services on a multitype basis. Projects are normally initiated in accordance with the Oklahoma Library Technology Network plan. An OLTN Advisory Council and OLTN committees assist in project planning and implementation.

Allocation of LSTA state grant funds for continuing and new initiatives is made by the administration of the Oklahoma Department of Libraries on the counsel of its

Program Review Panel (PRP) which consists of five senior staff members. The LSTA annual program is approved by the board of the Oklahoma Department of Libraries. The listing of projects awarded LSTA funding is reported to the Institute of Museum and Library Services in the LSTA Annual Report which is also published as a state document and is available from the Department.

Availability of subgrants for local projects is made known through publication in the Oklahoma Register and through mailing of grant announcements to eligible libraries. Depending on funding for projects some are categorical grants to public or institution libraries in the eligible class and others are awarded on a competitive basis after review of applications received.

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